

BOARD OF COMMISSIONERS
REGULAR MEETING
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500

February 23, 2009
5:30 P.M. (EST)

1. INVOCATION

Rev. Jerry Parritt, Assembly of God Church

PLEDGE OF ALLEGIANCE

John Hammond

ROLL CALL

MINUTES

January 26, 2009 Regular Meeting; February 9, 2009 Work Session.

MAYOR'S REPORT

2. CEREMONIAL ITEMS

2.1 Recognition of Communications employee Varita Griffin by VFW Representative Roy Pulliam.

2.2 Recognition of Frankfort Police Department Explorer Post.

Background: Participants from the Frankfort Explorer Post competed at "Winterfest" in Galtinburg, Tennessee. Participants competed with approximately 70 other Explorer posts from 7 different states. Frankfort Explorers placed #1 in Unknown Trouble, and 95 per cent or better on all remaining events.

3. CITIZEN COMMENTS

4. ORDINANCES

4.1 **FIRST READING:** An Ordinance amending Frankfort Code of Ordinances Chapter 32, Section 32.03, Meetings.

Purpose: The purpose of this Ordinance is to fix the time of the meetings of the Board of Commissioners.

Background: The Board of Commissioners finds it necessary to change the time of monthly Meetings to conduct the City's business. All meetings currently begin at 5:30 p.m. This Ordinance changes the starting times for all meetings of the Board of Commissioners to 5:00 pm.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person

Name: Tony Massey
Title: City Manager
Department: City Manager
Phone: 502/875-8500
Email: Amassey@frankfort.ky.gov

5. ORDERS

5.1 An Order authorizing the filing of an application with the Department of Transportation, United States of America, for a grant under the Federal Transit Act of 1964, as amended.

Purpose: The purpose of this item is to adopt an order authorizing the Mayor to file an application with the U.S. Department of Transportation for a 5311 Grant under the SAFE-TEA-LU.

Background: This order must be adopted each year in order to apply for a Section 5311 Grant. This Order authorizes the Mayor to execute and file on behalf of the City an application with the U.S. Department of Transportation for a Section 5311 Grant that provides operating, administrative and capital assistance to the City's Public Transit System.

Recommendation: Approval

Attachment:

- Order

Contact Person:

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: Jhackbart@frankfort.ky.gov

- 5.2 An Order committing the local share of funds necessary to secure a Section 5311 grant application.

Purpose: The purpose of this item is to adopt an order committing the City's share of funds to obtain a Section 5311 Grant and assure the operation of the transit service for a minimum of five years.

Background: This order must be adopted each year in order to apply for a Section 5311 Grant. The 5311 Grant request will be in the amount of \$1,039,700.00 for Operating & Administration costs of which the City is obligated to cover 50% (\$519,850.00) and the Federal Government will pay 50% (\$519,850.00). The City is also to assure the operation of the transit service for a minimum of five years.

Recommendation: Approval

Attachment:

- Order

Contact Person:

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: jhackbart@frankfort.ky.gov

- 5.3 An Order amending Order No. 22, 2004 Series, relating to the City of Frankfort Alcohol and Drug Free Workplace Guidelines and Procedure Handbook.

Purpose: To amend Order No. 22, 2004 Series relating to the City of Frankfort Alcohol and Drug Free Workplace Guidelines and Procedure Handbook.

Background: The City of Frankfort Alcohol and Drug Free Workplace Guidelines and Procedure Handbook required the following amendments: 1) the position description of the employees performing safety sensitive functions needed to be updated (VI(J), and XI(B)(5)); 2) the definition of "reasonable suspicion" needed to be revised (VI (Y)); 3) the explanation of prohibited behavior was clarified (VIII (A)); 4) steroids was added to the list of drugs that can be tested for under reasonable cause testing (XI (B)); and 5) a provision concerning reasonable cause testing was clarified (XI (B)), and a provision concerning

reasonable cause testing was clarified (XI (B)(5)). The underlined language in the handbook is the language that is being added.

Recommendation: Approval

Attachments:

- Order
- Alcohol and Drug Free Workplace Guidelines and Procedure Handbook

Contact Person:

Name:	Tammy Fields	Robert C. Moore
Title:	Acting Human Resources Director	City Solicitor
Department:	Human Resources	
Phone:	502/875-8500	502/227-2271
Email:	Tfields!@frankfort.ky.gov	rmoore@hazelcox.com

6. RESOLUTIONS

- 6.1** Resolution authorizing the filing of an application for 2009 Safe Routes to School grant funds and designating the Mayor to execute all documents pertaining to this grant.

Purpose: To authorize the filing of an application for 2009 Safe Routes to School grant funds and designating the Mayor to execute all grant related documents.

Background: Kentucky Transportation Cabinet has opened the application process for local government agencies to apply for up to \$250,000.00 under the Safe Routes to School Program. Under this program funds are available to repair and/or create sidewalks around K-8 schools. The City of Frankfort and Franklin County have several schools, which are in need of sidewalk improvements to make it more appealing for children to walk or bike to school. A Resolution from the City is required as part of the full application package.

Financial Analysis: There are no matching funds required.

Recommendation: Approval

Attachment:

- Resolution

Contact:

Name:	Bob Tillett	Rebecca Hall
Title:	Public Works Assistant	Grants Manager
Department:	Public Works	City Manager
Phone:	502/875-8500	502/875-8500
Email:	BTillett@Frankfort.ky.gov	Rhall@Frankfort.ky.gov

7. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

- 7.1** To authorize bid award for sports equipment for the 2009 season (Parks and Recreation).

Purpose: The purpose of this item is to award the bid for sports equipment for the 2009 season.

Background: This is an annual bid process in which Parks and Recreation orders baseballs, catcher's face masks, leg guards, chest protectors, catcher's mitts, batting helmets, batters tees, softballs,

volleyball nets and balls, tennis nets and tennis balls, etc. These items are used for the youth baseball and softball leagues as well as the adult softball leagues, tennis and volleyball leagues. Bids were sent to four vendors with only one vendor responding. It is recommended that Shively Sporting Goods of Louisville, Kentucky, receive the bid award in the amount of \$38,138.43.

Financial Analysis: The total bid price is \$38,138.43. There is \$43,004 remaining in account 100.81.54390.

Recommendation: Authorize bid award for sports equipment for the Parks and Recreation Department with Shively Sporting Goods from Louisville, Kentucky, in the amount of \$38,138.43 from account 100.81.54390.

Attachments: None

Contact Person

Name: Jim McCarty
Title: Co-Director
Department: Parks, Recreation & Historic Sites
Phone: 502/352-2028
Email: JMcCarty@Frankfort.Ky.Gov

- 7.2 Authorizing the filing of an application for 2009 Kentucky League of Cities Safety and Liability Grant funds and designating the Mayor to execute all grant documents pertaining to this application (Sewer).

Purpose: To authorize the filing of an application for 2009 Kentucky League of Cities Safety and Liability Grant funds and to authorize the Mayor to execute all grant documents pertaining to this application.

Background: The Kentucky League of Cities currently has grant funds available to cities to utilize to address Safety and Liability issues. Since the City of Frankfort has only liability insurance through the League of Cities, we can only apply for items that address safety of the public or liability issues. The grant requires a 50/50 match and can be for up to \$3,000.00. The Sewer Department has applied for funding of training and equipment such as KMESHA Training Registration, traffic cones and vests and safety barricade barrels to alert the public to possible open sewer covers.

Financial Analysis: The grant does require a 50/50 match, however, training and equipment covered by this grant was already planned for in the budget. This grant will help recoup up to \$3,000.00 for those expenses.

Recommendation: Approval

Attachment:

- None

Contact:

Name:	William Scalf	Rebecca Hall
Title:	Director	Grants Manager
Department:	Sewer	City Manager
Phone:	502/875-2448	502/875-8500
E-Mail:	wscalf@frankfort.ky.gov	Rhall@Frankfort.ky.gov

- 7.3 To approve an Agreement with the Preservation Trades Network (PTN) to undertake projects at Riverview Park and Cove Spring Park (Parks and Recreation).

Purpose: To approve an Agreement with PTN to undertake reconstruction of the meathouse located at Cove Spring Park, and construction of a small shelter located at the Riverview Park.

Background: The Tourism, Arts, and Heritage Council approached the city concerning having two “workshops” by the PTN in the summer of 2009 and 2010. The Cove Spring Meathouse project would involve some tree removal. The Riverview Shelter project would involve the purchase of construction materials.

Financial Analysis: Costs for Cove Spring expected not to exceed \$1,000 for services of a tree contractor, with funds available in Account No. 100.87.53250. Value of labor donated by PTN to be approximately \$12,325. Costs for Riverview Park Shelter include \$5,000 for materials, with PTN donating approximately \$15,424 in labor costs. Funds for materials are available in Account No. 100.83.56550. Total cost to city of both projects expected not to exceed \$6,000.

Recommendation: Approval

Attachment:

- Agreement

Contact Person

Name: Jim Parrish
Title: Co-Director
Department: Parks, Recreation and Historic Preservation
Phone: 502/875-8275
Email: jparrish@frankfort.ky.gov

7.4 To award bids for the Bridgeport/Bondurant Sidewalk Project (Public Works).

Purpose: To authorize a bid award to Randle Davies Construction, Inc. for the Bridgeport/Bondurant Sidewalk Project.

Background: On 2/9/09, the City received fourteen bids for the Bridgeport/Bondurant Sidewalk Project. The bids ranged from \$123,205 to the low bid of \$69,270 submitted by Randle Davies Construction, Inc. The project consists of constructing approximately 1,400 linear feet of five foot (5') concrete sidewalk and four (4) accessible sidewalk ramps, and 1,400' linear feet of 24" concrete curb and gutter and two (2) storm drain inlets along the east side of Kings Daughters Drive.

Financial Analysis: The city will use a \$56,000 Safe Routes to School Grant and \$20,270 from the Municipal Aid (Account No. 535.00.51100) to fund this project. The total project cost, including a 10% contingency is \$76,270.

Recommendation: Approval

Attachments:

- Agreement (to be provided)
- Bid Tabulation Sheet

Contact Person

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: jhackbart@frankfort.ky.gov

7.5 To award Engineering Services Agreement with HDR Engineering, Inc., to perform an Energy Audit of the Wastewater Treatment Plant and approximately half of the departments pump stations (Sewer Department).

Purpose: To consider awarding an Engineering Services Agreement with HDR Engineering, Inc. to perform an Energy Audit of the Wastewater Treatment Plant and approximately half of the department's pump stations.

Background: In October 2008 the Sewer Department issued a Request for Qualifications for firms interested in performing an energy audit of the wastewater treatment plant and pump stations of the Frankfort Sewer Department. The Department received Statements of Qualifications from 7 firms and upon review short-listed 2 firms to interview. After interviews, it was determined that HDR was the most qualified firm to perform the audit.

Financial Analysis: This project is not funded in our current budget, but should result in costs savings that offset the cost of the audit. The first phase of the project is \$38,600. Phases 2 and 3 will be determined by the findings of Phase 1, but they are estimated at \$50,000 +/-.

Recommendation: Approval

Attachments:

- Draft Engineering Services Agreement

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

7.6	<u>Personnel Action</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Appointment	Niesah Jones	Sewer	3-2-09	Laboratory Tech Trainee
		Kenneth Holland	Sewer	3-2-09	Plant Operator Trainee

Contact Person

Name: Tammy Fields
Title: Acting Human Resources Director
Department: Human Resources
Phone: 502/875-8500
Email: tfields@frankfort.ky.gov

8. BOARD APPOINTMENTS

8.1 Frankfort Housing Authority:

- Reappointment of Maria Bush, to a four-year term ending 1-29-13.

8.2 Civil Service Board:

- Re-appointment of Kevin Mason, to a four-year term ending 2-28-13.
- Appointment of Jane Wilson, to a four-year term ending 2-28-13.

Attachments:

- Letters of recommendation from Mayor Graham
- Maria Bush resume unavailable
- Kevin Mason resume unavailable
- Jane Wilson resume

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT